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|  | **IGNITE BI-WEEKLY NEWSLETTER****October 30, 2017** |

**I’ve Been Hired … Now What?**

**STEP 1 – GET AN EMPLOYEE NUMBER:** You will need an employee number to start working. If you have not worked at the University of Windsor before, you can obtain an employee number by filling out and submitting paperwork to the Department of Human Resources. Refer to the UWindsor [Student Employee website](http://www1.uwindsor.ca/hr/employment-services-student-employees) for a list of the documents you need to provide to Human Resources. If you have any questions about the status of your employee number, please contact Human Resources directly.

**I hope you all had a great weekend! October can be a stressful month with midterm exams, assignments, and papers, so take some time to read through this newsletter for resources and tips for overall wellness and self-care during university. Know that you are never alone and that help and support is always available.**

**STEP 2 – COMPLETE YOUR MANDATORY TRAINING:** Once you have an employee number, you’ll have to complete your mandatory Health & Safety and Accessibility training. Page 9 of your program handbook lists specific instructions on how to complete the training. **You must use your UWin ID to login to the training website. Your UWin ID is the username you use to login to your email, myUWindsor, and Blackboard.**

**STEP 3 – SUBMIT YOUR INITIAL CHECK-IN FORM:** The form to be completed at your Initial Check-In is available on mySuccess. I will email you when the Mid Point and Final Check-In Forms are ready.

**WellTrack: Interactive Self-Help Therapy**



Mental health and wellness are important parts of your academic success and everything you do. Are you looking for ways to deal with common issues such as depression, anxiety, and stress, but don’t know where to start? The University of Windsor is proud to offer [WellTrack](uwindsor.welltrackapp.com/signup) to our students. It’s a free online application that allows you to track and manage your mental health and wellbeing. WellTrack offers self-directed learning modules where ypu can log-in and learn coping skills to deal with common mental health issues that may arise while you are in university. Features include:

* Customized therapy plan based on individual needs for depression, anxiety, and stress
* Push notifications twice a day prompting users to assess their mood
* Thought diaries
* Progressive muscle relaxation exercises

Interested students can sign up using their @uwindsor.ca email address on WellTrack’s [website.](uwindsor.ca.welltrackapp.com/signup)

**De-stressing & Self-Care**

There’s no doubt about it: school can be stressful. It’s important to take time for yourself once and a while in between all the business of school, your Ignite job, and any other extra-curricular activities you may be involved in. Your mental health and wellness is an important part of your overall well-being, so practice some self-care when you can. Self-care is about you: doing something you enjoy or something to help you relax. It can be easy to not take care of yourself when you’re stressed. Visit talentegg’s article on [15 Ways to Instantly De-Stress](https://talentegg.ca/incubator/2016/09/30/15-ways-instantly-destress/) for ideas on how to practice self-care.

If you are feeling overwhelmed and want to reach out for help, the University of Windsor’s Student Counselling Centre provides free, confidential, and professional counselling. Visit their [website](uwindsor.ca/scc) for more information.

Asking for help reveals strength, not weakness. We can all benefit much more together than we ever can alone. If you have ever avoided asking for help because of fear that you may seem weak, you are not alone. There is lots of [help available](http://www.uwindsor.ca/emergency-services) for you or someone you know.

**Canada Career Month**



November marks the start of Canada Career Month. Join the University of Windsor’s Office of Career Development & Experiential Learning as we explore and celebrate the future of careers in Canada with a wide range of events all month long! Notable events include:

* Free hot chocolate
* LinkedIn Photo Booth
* Community and Public Service Fair
* …and much more!

I’ve attached a flyer with detailed descriptions and more information about what’s happening at UWindsor during Canada Career Month. Hope to see you there!

**Get Some FREE CANDY on Halloween!**

On Tuesday, October 31 from 10:00am to 4:00pm, our office will be participating in the UWSA’s Campus-Wide Treat Trail! Stop by our office to pick up some candy and get in the Halloween spirit.

Career Development & Experiential Learning is located in the Joyce Entrepreneurship Centre, Suite 100, right across from the Odette School of Business and in between the Music and Engineering Building. We are the entrance closest to the bus shelter on Wyandotte street.

**Need More Work Experience?**



Do you want to enhance your resume with a professional and rewarding experience and get the related experience desired by employers? The Volunteer Internship Program (VIP) may be for you! VIP is a great way to get involved in the community and gain career related transferable skills. Applications for VIP are still open and are being accepted until Wednesday, November 15! For more information about the program and how to apply, visit [www.uwindsor.ca/vip](http://www.uwindsor.ca/vip).